

Meeting Minutes	
Group	ARMA Liberty Bell Chapter Board of Directors

Meeting Information					
Meeting Title:	March 18, 2010 Board Meeting				
Meeting Date:	3/18/2010	Time	3:08 pm to 4:00 pm	Location:	Holiday Inn Historic District 4 th and Arch Streets Philadelphia, PA

Meeting Participants :			
Attendees	Ray Davis, John Stubbs, Bernie Lasoski, , Eileen Reader, Pete Casey		
Published By	Pete Casey	Date Published	

Minutes/Notes	
Item #	Description
1	<p><u>Secretary – Approval of Minutes:</u></p> <p>The Minutes for the November 2009 meeting were approved. Eileen Reader made a motion to approve and it was seconded by Bernie Lasoski.</p>
2	<p><u>Treasurer’s Report:</u></p> <p>Eileen Reader, Treasurer, gave us an update on our Chapter treasury. She distributed a Profit and Loss sheet from July 1, 2009 to January 14, 2010. She also handed out a balance sheet of the Chapter Treasury as of January 14, 2010. Total Liabilities and Equity was \$29, 214. Bernie Lasoski approved and it was seconded by Pete Casey.</p>
3	<p><u>Regional Coordinator’s Report:</u></p> <p>Pete Casey, Mid-Atlantic Region Coordinator, gave a report of news from the Mid-Atlantic Region of ARMA.</p> <p>Pete announced that plans were being solidified for the ARMA Mid-Atlantic Region Leadership Conference in Pittsburgh to be held in June 10 to June 12th. There will also be a CRM workshop held</p>

Minutes/Notes	
Item #	Description
	<p>June 10th.</p> <p>Trevor Mitchell has returned to ARMA International to fill the Member of Director Services position that was vacated by Tom Killam.</p> <p>Ray Davis said he will send the application for the Mid-Atlantic Region Leadership Conference to John to post on the website so members of the Liberty Bell Chapter can consider attending the MAR Leadership Conference.</p>
Committee Reports	
4	<p><u>Program Committee</u></p> <p>Janice Raphael, Program committee chair, was not present to report on the Program Committee. Tonight's meeting at Holiday Inn Historic District has been planned well in advance. The speaker will be Galina Dotskovsky. The presentation is titled "Holistic Approach to Retention Management."</p> <p>The meeting on April 15, 2010 will be held at Williamson's restaurant in Horsham, PA. The topic will be Clinical Trials in the Pharmaceutical Industry. The speaker will be Thomas Wicks.</p> <p>Pete Casey has secured the Seaport Museum for the field trip scheduled for May. The field trip includes a tour of the Seaport Museum archives and a presentation on the digitization of the historic John Barry papers.</p>
5	<p><u>House Committee:</u></p> <p>Eileen Reader, House Committee Chair, gave an update for the House Committee. It was discussed that Eileen has made plans for the upcoming meetings. April's meeting will be at Williamson's in Horsham and May's meeting will be held at the Seaport Museum.</p>
6	<p><u>Newsletter Committee:</u></p> <p>Ray Davis, Chapter President and Newsletter Committee Chair, gave a report on the state of the newsletter.</p> <p>The newsletter was mailed to 135 members. The newsletter contained advertising from Iron Mountain, CTI Imaging, Munters, and GRM.</p> <p>The Newsletter contained the following sections:</p> <p>Presidents Message</p>

Minutes/Notes	
Item #	Description
	<p>Seminar Cancellation Notice Notice of the passing of Alan Andolsen CRM Corner with Test Questions Terms and Definitions 2009/2010 Board Member List 2009/2010 Remaining Chapter Meeting Schedule</p> <p>The newsletter was also posted to the Chapter web site.</p>
7	<p><u>Publicity Committee:</u></p> <p>Pete Casey read the Publicity Committee report that was compiled by Terri Carline.</p> <p>Publicity Report for February/March 2010:</p> <p>01/26/2010 - I emailed 2nd notice to LBC Address Book (349 names) regarding our February Seminar 01/26/2010 - Ken Lazier emailed our seminar reminder notice to his 60 contacts 01/27/2010 - I emailed the LBC Address Book CANCELLING the LBC February Seminar 01/27/2010 - Ken Lazier emailed our CANCELLATION notice to his contacts 01/27/2010 - I emailed Ken's notice to the LBC Address Book regarding the Central NJ Chapter's Feb Meeting 01/27/2010 - I emailed 2 responses (Meg & Tom) to the Board regarding the seminar cancellation 01/28/2010 - I emailed Ken's notice to the LBC folks regarding the Central NJ/Metro NYC Educational Seminar</p> <p>03/01/2010 - I emailed the GBMC Seminar notice to our address book. 03/08/2010 - I emailed the 1st notice to LBC Address Book regarding our March Dinner Meeting 03/08/2010 - Ken Lazier emailed our meeting notice to his contacts. 03/15/2010 - I emailed the Reminder email on the March ARMA/AIIM Dinner Meeting. 03/15/2010 - Ken Lazier emailed our Reminder 03/16/2010 - I emailed Central/South NJ & NC Triangle Chapter Seminar notices to our address book</p>
8	<p><u>Membership</u></p> <p>Ray Davis, Chapter President and Membership Committee Chair, gave a report on the state of the Chapter Membership.</p> <p>The membership for March 2010 is 135 members. In March 2009 membership total of 142.</p> <p>We have two new members to the Chapter: Janet Mayhew and Peter Hamilton.</p>

Minutes/Notes	
Item #	Description
9	<p><u>Scholarship Committee</u></p> <p>Carolyn Hessinger, Scholarship Committee Chair, was not present to report on Scholarship.</p>
10	<p><u>Library Committee:</u></p> <p>Ray Davis gave the report for the Chapter Library.</p> <p>.</p> <p>Ray said due to the merger of TD Bank and Commerce Bank, the Chapter Library has been relocated to Ray Davis's House. Previous requests that were going to Glenn Metzger to be filled are now being directed to Ray</p> <p>We have experienced some issues with Ray not receiving emails from the system, but this seems to have been worked out.</p> <p>Two requests were made by non-members, Vivian Harrison and Leticia McDonald. We only ship to members, so their requests were not filled.</p> <p>Requests from the Library were made by Pete Casey and Vincent Ferguson, both members of the Chapter. Their requests will be filled.</p> <p>Our web master, John Stubbs has developed a report that the Chapter Librarian can check periodically to make sure that they have received all of the requests.</p> <p>Currently, Ray is working on inventorying the Chapter Library. He will provide an updated list to John Stubbs to publish on the Chapter web site.</p>
11	<p><u>Website Report:</u></p> <p>John Stubbs, Liberty Bell Chapter Webmaster, reported that he will update the Library page over the summer. The form will be updated to validate membership.</p>
12	<p><u>Seminar Report:</u></p>

Minutes/Notes	
Item #	Description
	Janice Raphael, Seminar Chair, was not present to give a report on the Seminar. The Seminar, scheduled for February 2010 was cancelled. Discussion concerning the Seminar can be found in New Business.
13	<p><u>Old Business</u></p> <p>Chapter Bylaws. All present members signed the chapter bylaws.</p> <p>Ray Davis, President of Chapter, said that there are multiple positions open on the board and other chapter committees. We need to identify and engage new leadership for the Liberty Bell Chapter leadership.</p>
14	<p><u>New Business:</u></p> <p>The Seminar:</p> <p>Ray Davis created a report on Mid-Atlantic Chapter Seminars. He supplied details on topics, dates and prices of seminars in our region.</p> <p>The question came up about the restrictions with the Mid-Atlantic region mailing lists. Ray Davis proposed that the chapters should let it be known if you can use their mailing list. The current system requires Chapter leadership to contact the Chapter President of the other Chapters to ask permission to use the mailing list. Ray believes this is cumbersome. Pete Casey suggested that this be brought up at the Leadership Conference. Perhaps a vote could be taken on this since most of the chapter leadership will be in attendance.</p> <p>There was a discussion on whether to change the time of year of the seminar. We traditionally hold the seminar in Mid-February. It was agreed to keep the seminar date in mid-February.</p> <p>Eileen Reader proposed that a survey monkey be created to gauge the interest of our membership about attending a seminar. Eileen said that board members create the questions and submit them for review.</p> <p>Bernie brought up the concept of having a ½ day seminar.</p>
15	Bernie Lasoski made a motion to end the meeting and the motion was seconded by Eileen Reader. The meeting ended at 4:06 pm.

Action Items

Item #	Description	Person Responsible	Due Date
1	Board Members to send Ray Davis questions for a survey to be given to Chapter membership to gauge interest and craft a plan for the Seminar to be held in 2011.	All Board	4/1/2010
2	Ray to send information to John Stubbs concerning the ARMA MAR Leadership Conference to post on the Liberty Bell Website.	Ray Davis	4/1/2010
2	Ray to send an updated inventory of Library books for John Stubbs to post on the Liberty Bell Website.	Ray Davis	5/1/2010
2	All board members to think of potential board members for successful succession.	All Board	Ongoing

Approved:

Name

Date

Name

Date